



CITY OF SAN ANTONIO

DEPARTMENT OF DEVELOPMENT SERVICES

TO: San Antonio Development Services Department Associates

SUBJECT: **INFORMATION BULLETIN 103c**
Plan Review Submittal (**Shell Building Commercial Checklist**)

DATE: March 9, 2006

This checklist contains the standard information required on submittals for commercial construction projects. For additional information, please contact Development Services Department, 1901 S. Alamo St., San Antonio, Texas 78204, (210) 207-1111.

The following Checklist is furnished for the purpose of expediting the City's review of plans and specifications submitted for building permits issued by Development Services Department (DSD) www.sanantonio.gov/dsd. **Use of this Checklist is mandatory.** The Checklist is designed to assist you in preparing your project for plan review; mark "REQ" when an item is required and included in your submittal; mark "N/A" when the item is not applicable to your project. Please use the "Location on plans" box to indicate where the required information may be found in the project documents. This will help to expedite review of your submittal. **It is required that you mark either the "REQ" or "N/A" box for every item in the Checklist.** Every project will not involve every City Department or plan submittal listed. Consider the Checklist to provide direction based upon the type of project submitted for review. Although not a complete list, the checklist represents a fairly comprehensive list of all the items that may be required for approval during the plans review process, prior to permit issuance. The owner, the owner's design professionals and contractors are responsible for compliance with the requirements of the various adopted Codes and Ordinances of the City of San Antonio, Texas.

The design professional shall be an architect or engineer legally registered under the laws of this state regulating architecture and engineering and shall affix their official seal to said drawings, specifications, and accompanying data, for the following:

1. All group A (Assembly) - Theaters, restaurants, bars, churches, Stadiums, etc.
2. All group E (Educational) - Day cares, grades 1st - 12th, religious educational rooms, etc.
3. All group I (Institutional) - Care facilities, assisted living facilities, social rehabilitation facilities, etc.
4. Buildings and structures three stories or more high.
5. Buildings and structures 5,000 square feet or more in area.

GENERAL REQUIREMENTS

- REQ ☐ N/A ☐ A spreadsheet (City specified format) for multi building applications for one site.
[Multiple Application Spreadsheet](#)
NOTE: Each building being constructed, enlarged, altered, moved, etc. per 2003 IBC section 101.2 must be separately represented on the form and the form must be complete
- REQ ☐ N/A ☐ A complete application for building permit.
http://www.sanantonio.gov/dsd/pdf/form_comercialBuildingPermitApplication.pdf
- REQ ☐ N/A ☐ An address issued by the City of San Antonio (210-207-6956)
www.sanantonio.gov/dsd/sections/gis/index.asp
- REQ ☐ N/A ☐ Texas Department of Licensing and Regulation AB# (Architectural/ Barriers No. is required if valuation exceeds \$50,000.00) [Architectual Barriers Form](#)
www.license.state.tx.us
Texas Department of Licensing and Regulation
P.O.Box 12157
Austin, Texas 78711
(512) 463-6599
- REQ ☐ N/A ☐ Proof of compliance with Special Inspections Guidelines of the City (Requirements of Chapter 17 of the 2003 International Building Code).
http://www.sanantonio.gov/dsd/pdf/news_SIinstruct0905.pdf
http://www.sanantonio.gov/dsd/pdf/news_SIIlist.pdf
http://www.sanantonio.gov/dsd/pdf/news_SIreportletter.pdf
http://www.sanantonio.gov/dsd/pdf/news_SInoncomply.pdf
http://www.sanantonio.gov/dsd/pdf/news_SIRDPiRC.pdf
Location on plans:
- REQ ☐ N/A ☐ Two copies of any approved Code Modification Requests (CMR), if design is based on an approved CMR (Refer to section 104.10 and 104.11, 2003 IBC). Also, indication of the approval of any encroachment of the project into the public-right-of-way.
- REQ ☐ N/A ☐ Preliminary Plan Review Meeting(s), If Held: Minutes when approved by the City of San Antonio. Meeting minutes shall include AP Number(s), date(s), attendance sheet(s) and City approved meeting minutes.
- REQ ☐ N/A ☐ Traffic Impact Analysis (TIA) Worksheet or TIA Study
http://www.sanantonio.gov/dsd/pdf/form_trafficImpactAnalysis.pdf
- REQ ☐ N/A ☐ Regional Storm Water Management Participation Form (RSWMPF) with original signature [Regional Storm Water Management Participation Form](#)
- REQ ☐ N/A ☐ Two identical sets of construction documents; i.e., plans, specification books, project manuals, etc. (Refer to Sections 106.1 and 106.1.1 of the 2003 International Building

Code).

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|-----|-----------------------|-----|-----------------------|---|
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Title Sheet with the Project Title, a Location Map, and a list of applicable codes.
Analysis that includes occupancy group(s), proposed occupant load, construction type, proposed fire protection system (fire sprinkler, fire alarm, fire standpipe, gaseous suppressions), etc.
Location on plans: |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Index Sheet of all drawings (with the dated of latest issuance/revision and sealed by Design Professional in Responsible (RDPRC) where required by state law or local ordinance).
Location on plans: |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Plan Review Fee http://epay.sanantonio.gov/planfeecalculator/ |

ARCHITECTURAL

The City of San Antonio is currently reviewing plans under the 2003 International Building Code and the city has adopted amendments to the 2003 International Building Code. Those may be obtained at http://www.sanantonio.gov/dsd/pdf/bldg_2003IBCAmendments.pdf

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|-----|-----------------------|-----|-----------------------|---|
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Floor Plan(s)
Location on plans: |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Wall and floor/roof/ceiling sections and details, including UL (or other appropriate agency's) design numbers for all fire rated assemblies. Details necessary to convey compliance with the state energy conservation code (IECC).
Location on plans: |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Exterior elevations
Location on plans: |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Reflected ceiling plan(s) (RCP's)
Location on plans: |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | 2000 International Energy Conservation Code Building Envelope Compliance. Report using COMcheck software. www.energycodes.gov |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Clear identification and detailing of all fire rated partitions, barriers and fire walls, with hourly ratings, as defined by the 2003 IBC & UL.
Location on plans: |

AVIATION

The Aviation Department will conduct a review for projects located inside the Military Airport Overlays (MAOZ-1, MAOZ-2) and other Airport Overlay. The Aviation Department is located at 9800 Airport Boulevard, San Antonio, Texas 78216. For more information contact the Aviation Department at 210-207-3511 or www.sanantonio.gov/airport

REQ ☐ N/A ☐ [Aviation approval form](#)

ELECTRICAL

The City of San Antonio is currently reviewing plans under the 2002 National Electrical Code NFPA 70 and the adopted amendments to the 2002 National Electrical Code NFPA, the 2000 International Energy Conservation Code and the City Code Chapter 10. Those may be obtained at http://www.sanantonio.gov/dsd/pdf/elec_ch100505.pdf (The amendments refer to Sections 10-93 and 10-94). http://www.sanantonio.gov/dsd/pdf/elec_NoticeNec2003.pdf

Location on plans:

- | | | | | |
|-----|-----------------------|-----|-----------------------|--|
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Riser Diagram: Show riser, relationship of panels, switches, gear, etc. and note equipment amps, voltage, and wire size.
Location on plans: |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Voltage/Amp Rating: Note service voltage and amp rating.
Location on plans: |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Current: Show in calculations the available fault current.
Location on plans: |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Show service equipment short circuit amp rating.
Location on plans: |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Panel schedules with circuit amp rating.
Location on plans: |

FIRE

The City of San Antonio is currently reviewing plans under the 2003 International Fire Code and the adopted amendments to the 2003 International Fire Code. Those may be obtained at http://www.sanantonio.gov/dsd/pdf/bfc_2003InternationalFireCode.pdf

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|-----|-----------------------|-----|-----------------------|--|
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | <p>Fire Protection Site Plan (label as such). The Fire Protection Site Plan shall be drawn to scale (no less than 1:60) and shall show and include information listed in COSA Amendments to the 2003 IFC Section 501.3.1.
http://www.sanantonio.gov/dsd/pdf/bfc_2003InternationalFireCode.pdf</p> |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | <p>Fire Flow Test Report in accordance with COSA standard fire flow test format (see example WEB LINK). Fire flow test must have been conducted no more than twelve (12) months prior to the date of construction document submittal to COSA. Flow test shall be for on the fire hydrants nearest the project site unless otherwise approved by the fire code official.</p> |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | <p>If the private or public water supply piping is not yet constructed that serves new fire hydrants and/or fire sprinkler systems, hydraulic calculations for the proposed piping design shall be submitted. The calculations shall be based on the flow test conducted on the hydrants nearest the project site and shall verify that the piping design provides the minimum required fire flow at no less than 20 psi residual. Refer to COSA Amendments to the 2003 IFC Section 508.5.3.2.</p> |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | <p>Complete Occupancy Classification Worksheet for warehouses, large storage areas, manufacturing, hazardous materials storage or use, etc. See COSA's Occupancy Classification Instructions for Warehousing, Manufacturing, and Hazardous Materials.
Occupancy Classification Form</p> |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | <p>City approved smoke management and/or fire protection/life safety reports where required (high rise, atria, smoke protected assembly seating, covered mall buildings, etc)</p> |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | <p>For medical and dental facilities, a letter from physician or dentist, on letterhead, indicating patient/staff load and medical gas storage types, hazardous material classification, maximum quantities in use and in storage.</p> |

FLOODPLAIN

Location on Plans:

Storm Water Engineering Division will conduct a review for projects located inside the floodplain. Floodplain information may be obtained from Public Works Storm Water Engineering Division, 114 W. Commerce, San Antonio, Texas 78201, (210) 207-8052.

www.sanantonio.gov/publicworks/stormwater/stormwaterengineering.asp You will be required to obtain a Floodplain Development Permit before the issuance of a building permit, if any of your project is located inside the floodplain.

REQ ☐ N/A ☐ Floodplain Development Permit (Refer to checklist found in the Unified Development Code (UDC) Appendix F. www.sanantonio.gov/dsd/udc/index.asp

REQ ☐ N/A ☐ Lowest Floor elevation and Certification. (IBC Section 109.3.3 and Section 1612.5)
Location on plans:

IRRIGATION

- REQ ☐ N/A ☐ Is irrigation required? If landscape area exceeds 2,000 square feet, and/or 10 or more trees, or if project exceeds 4,300 square feet of impervious surface an irrigation system is required. If less a hose bib with-in 100' is required. (policy by RID)
- REQ ☐ N/A ☐ A irrigation plan shall consist of two (2) sets of plans with the contents prescribed in 35-B107 (h) and **35-511 (c) (6)** Project name, street address, legal description, date, scale, north arrow, names, and addresses, telephone numbers of both the property owner and the person preparing the plan.
- REQ ☐ N/A ☐ Letter of conformity attached or embedded on plan and signed by licensed Irrigator.
- REQ ☐ N/A ☐ Separate irrigation meter required by SAWS for new Commercial projects, backflow device, master valve, electric valves, controller, and rain stat.
- REQ ☐ N/A ☐ Head spacing shall not exceed 50% of diameter, correct nozzle (use proper arc for area being watered) and show typical arc of heads used.
- REQ ☐ N/A ☐ Show detail drawings of all major components, ie... backflow device, electric valves, flex pipe/swing joints, heads, quick couplers, isolation valves, which is shown in design.
- REQ ☐ N/A ☐ Pressure loss calculation for most critical zone. (From meter through furthest head)
- REQ ☐ N/A ☐ Check for separate zoning, turf, plants, with dissimilar watering requirements, slopes (topography map required), and bubblers for trees.
- REQ ☐ N/A ☐ Check coverage for over or under spray.
- REQ ☐ N/A ☐ Water schedule showing run time to achieve 1" of water per zone on plan.
- REQ ☐ N/A ☐ Check for low head drainage (check valves, SAM heads, or pressure compensating heads being used)
- REQ ☐ N/A ☐ Any device on a pressurized line shall be preceded by some type of isolation valve.

LANDSCAPE

- REQ ☐ N/A ☐ A landscape plan shall consist of three (3) sets of plans with the contents prescribed in 35-B107(a) and comply with the environmental standards set forth in the City of San Antonio 2005 Unified Development Code. 35-510, 511, 512, 523
<http://www.sanantonio.gov/dsd/udc/index.asp>
http://www.sanantonio.gov/dsd/pdf/AppendixB_Submittal2.pdf
- REQ ☐ N/A ☐ Is landscape required? All permitted new construction of a building, parking lot, canopy Any addition over 1000 sq. ft. or expansion over 10% of a building. Any expansion of a parking lot over 2000 sq ft with in the street yard or 10% increase. 35-511 (a)
- REQ ☐ N/A ☐ Is landscape Architect seal required? Yes, if impervious surface (combination of building, parking lot, sidewalks etc...) is 4300 sq.ft. or greater. 35-511 (b)
- REQ ☐ N/A ☐ Are buffers required? Check abutting zoning, if different than project refer to 35-510 (c) table 510-1 to determine which buffer is required. If a corner lot, check zone against adjoining street classification. Buffer required if street classification is a collector or larger. 35-510 (a)
- REQ ☐ N/A ☐ Check for parking with-in the street yard, (if none, only 25 elective points required, if so 70 elective points are required in addition to mandatory requirements. (35-511 (d)).
- REQ ☐ N/A ☐ Is project in an Overly District? If so additional landscape and tree preservation are required. <http://www.sanantonio.gov/planning/pdf/Neighborhoods/NCDs/0506NC01.pdf>
<http://www.sanantonio.gov/planning/ordinances.asp>
- REQ ☐ N/A ☐ If points for the preservation of existing trees and/or understory are requested, the following information shall also be included on the landscape plan. Trees and understory to be preserved and for which credit is being requested. Delineation of proposed limit of clearance and establishment of protection zones which shall extend to just outside the root protection zone of trees and outside the understory area to be preserved. Specification of ground plane treatment as either turf or ground cover. If a combination of both is utilized, the limit of each shall be indicated.

Show on plan

- REQ ☐ N/A ☐ Project name, street address, legal description, date, scale, north arrow and the names, addresses and telephone numbers of both the property owner and the person preparing the plan.
- REQ ☐ N/A ☐ Vicinity map, location of lot lines, and dimensions of the building site and the street yard.
- REQ ☐ N/A ☐ Approximate centerlines of existing watercourses and the location of the 100-year

floodplain; approximate location of significant drainage features.

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|-----|-----------------------|-----|-----------------------|---|
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Existing and proposed elevations. |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | The location and width of existing and proposed streets and alleys, utility easements, driveways, and sidewalks on or adjacent to the lot. |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Identification, location, and dimensions of required plant materials, screening, and off-street parking and loading spaces within the street yard. |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Description of plant materials shown on the plan, including names (common and botanical), quantities, container or caliper sizes at installation, heights, spread, and spacing. The plan may designate alternative species or reference species listed in Appendix "E". http://www.sanantonio.gov/dsd/pdf/udc_appendixE_04.pdf |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Tabulation of points indicating electives used, street trees, screening of surface parking, parking lot shading, and existing trees/understory preservation. |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | If points for the preservation of existing trees are requested, the following information shall also be included on the landscape plan. Tree tag numbers, size and points requested. Delineation of proposed limit of clearance and establishment of protection zones which shall extend to just outside the root protection zone. |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Mulch in all planting areas shall have a minimum depth of 4 inches. |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Wheel stops needed if plants at maturity are closer than 30" to back of curb. |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Screening required of off street loading spaces, refuse and outdoor storage areas, antennas, satellite dishes, and mechanical equipment within the Street yard shall be screened from all public Streets. |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Zoning classifications of abutting properties. |

Electives: 35-511(e)

In addition to the mandatory requirements, landscape plans shall earn a minimum of seventy (70) points awarded for elective requirements.

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|-----|-----------------------|-----|-----------------------|---|
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | <u>Tree Preservation</u> up to 40 points maximum (requires tree preservation notes on plan)
Trees in street yard up to 30 points • 4" to 5.99" 3 pts. • 6" to 11.99" 4 pts. • 12" to 17.99" 6 pts.and • 18" or larger 8 pts. over 30, ½ pts are given up to the 40 point maximum. Outside street yard ½ pts are given up to 15 pts. 35-511 (d) (2) |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Existing trees may also used as parking lot shading. Refer toAppendix E for value received if with in 12' of any edge of the parking lot and not closer than root protection zone requirements. 35-511 (c) |

- REQ ○ N/A ○ Screening of Surface Parking for 25 points. The screening must extend along the entire street frontage of the surface parking lot, exclusive of driveways. – Minimize monoculture 35-510 (g). Plant material shall be opaque and reach a minimum height of 30” within the first tree years.
- REQ ○ N/A ○ Street Trees for 25 points. Large trees seventy five percent of total frontage no more than 50” apart and no more than 17 feet away from the right-of-way line (may also apply for ½ credit on parking lot shading if tree falls within 12’ of parking lot curb)
- REQ ○ N/A ○ Understory Preservation or installation of new understory for 15 points (mixture of large and small trees, large and small shrubs, with ground plane perennials, min 10’X20’ which run adjacent to the parking lot. 35-511 (d) (6)
- REQ ○ N/A ○ Parking Lot Screening Preservation for 15 points (mixture of large and small trees, large and small shrubs, with ground plane perennials, min 10’X20’ of entire parking lot. 35-511 (d) (6)
- REQ ○ N/A ○ Parking Lot Shading 20 points for compliance with mandatory parking lot shading, and an additional 5 or 15 points may be awarded when 35% or 50% shading is achieved. (Calculations required, see Appendix E for sq.ft. value Minimum 162 sq. ft. for new trees 1 9’X18’ parking space)

Mandatory: 35-511(c)

- REQ ○ N/A ○ Streetscaping - In addition to developments subject to the landscaping standards, above, the following shall be subject to the streetscape planting Standards as provided herein: all developments with five (5) or more parking spaces; and http://www.sanantonio.gov/dsd/pdf/udc_article5_04.pdf
Streetscape must be shown on all plans which meet the street improvement standards 35-506 (d) http://www.sanantonio.gov/dsd/pdf/udc_article5_04.pdf
THIS INCLUDES TXDOT projects. IF TXDOT, Owner of property will be required to go through TXDOT review for approval. Contact Info: TXDOT, Marvin Hatter or Gabriel Lopez, P.O. Box 29928, San Antonio, TX. 78229, 615-6430 Office, 615-6073 Fax.
- REQ ○ N/A ○ Screening of off street equipment - Loading spaces, detention/retention ponds, refuse, outside storage areas, mechanical, and communication equipment in the street yard must be screened (min 6’) from public view. 35-511 (c)
- REQ ○ N/A ○ Parking Lot Shading - Shading of 25% of the parking lot with medium to large trees as defined in Appendix E. 35-511 (c) (7)
- REQ ○ N/A ○ Irrigation - Landscaped areas shall be irrigated with a system that is suitable for the type of plantings installed 35-511 (c)
- REQ ○ N/A ○ Mulch in all planting areas shall have a minimum depth of 4 inches.
- REQ ○ N/A ○ Plant areas must be protected from vehicular traffic through the use of concrete

curbs, wheel stops, or other permanent barriers.

MECHANICAL

The City of San Antonio is currently reviewing plans under the 2003 Uniform Mechanical Code and the adopted amendments to the 2003 Uniform Mechanical Code. Those may be obtained at http://www.sanantonio.gov/dsd/pdf/mech_2003UMCAmendments.pdf

REQ ☐ N/A ☐ Water Conservation Ordinance (100322) www.saws.org and [Water Conservation Ordinance](#)
Contact: Karen Guz or Dana Nichols at 210-233-3671

PLANNING

The Planning Department will conduct a review for projects that are located in any of the overlay districts listed below. The Planning Department is located on the Second Floor at DBSC, 1901 S. Alamo, San Antonio, Texas 78204. For more information contact the Planning Department at 210-207-7873.
www.sanantonio.gov/planning

To determine your zoning designation, refer to this web page:
<http://maps.sanantonio.gov/website/Zoning/viewer.asp>

Overlay Districts: Contact:

Historic Districts (H, HE, HS) Brian Chandler, Kay Hindes or Larry Gutierrez
River Improvement Overlay Districts
(RIO-1, RIO-2, RIO-3, RIO-4, RIO-5, RIO-6)
Viewshed Protection (VP-1)

Neighborhood Conservation Districts Chris Garcia, Agdel Rivera or Christine Vina
(NCD-1, NCD-2, NCD-3, NCD-4, NCD-5)

Corridor Districts (GC-1, GC-2, IH-1) Joe G. Mendoza, Zenon (Zeke) Solis or Christine Vina

REQ ☐ N/A ☐ All projects must receive a Certificate of Compliance before a building permit is issued.

PLUMBING

The City of San Antonio is currently reviewing plans under the 2003 Uniform Plumbing Code and the adopted amendments to the 2003 Uniform Plumbing Code. Those may be obtained at http://www.sanantonio.gov/dsd/pdf/plumb_2003UPCAmendments.pdf

Location on Plans:

- | | | | | |
|-----|-----------------------|-----|-----------------------|--|
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Plumbing Fixtures: Show fixture numbers and locations and provide basis for number of fixtures. Include water closets, urinals, lavatories and drinking fountains.
Location on plans: |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Building Drain System: Show the under-floor system of the drain waste and soil piping, indicating pipe sizes and slope. Provide riser diagram for multiple fixtures. |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Building Utilities: Show the sanitary building sewer, storm sewer system, water service, gas service and all connections to the public utilities.
Location on plans: |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Materials: Indicate all piping materials.
Location on plans: |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Water System: Provide known water pressure and supply pipe sizes and calculations of water system, water heater data, and hot water system and accessories (expansion tank, vacuum relief, safety devices, etc.), backflow prevention requirements, pressure reducing valves, etc.
Location on plans: |
| REQ | <input type="radio"/> | N/A | <input type="radio"/> | Water Conservation Ordinance (100322) www.saws.org and Water Conservation Ordinance
Contact: Karen Guz or Dana Nichols at 210-233-3671 |

SAN ANTONIO WATER SYSTEM (SAWS)

The San Antonio Water System will conduct a review for projects located inside the Edwards Recharge Zone (ERZD). Contact SAWS at 210-233-3519 for more information.

www.saws.org and www.tceq.state.tx.us

REQ ☐ N/A ☐ Texas Commission on Environmental Quality (TCEQ) approval letter.

REQ ☐ N/A ☐ Water Conservation Ordinance (100322) www.saws.org and [Water Conservation Ordinance](#)

Contact: Karen Guz or Dana Nichols at 210-233-3671

SITE PLAN

- REQ ☐ N/A ☐ Legal description of the property (matching latest recorded plat representation of the land).
Location on plans:
- REQ ☐ N/A ☐ Address (city issued)
Location on plans:
- REQ ☐ N/A ☐ North arrow indicated on plan
Location on plans:
- REQ ☐ N/A ☐ Bearings of all property lines.
Location on plans:
- REQ ☐ N/A ☐ Location of all recorded easement(s) on the property.
Location on plans:
- REQ ☐ N/A ☐ Location of the public right-of-way adjacent to the property.
Location on plans:
- REQ ☐ N/A ☐ Dimensions for all existing and proposed sidewalks, driveways, approaches, paved area retaining walls, streets, curbs, and gutters; (Refer to July 2005 UDC, Section 35-506(d) (9) Substandard Existing Streets). www.sanantonio.gov/dsd/udc/index.asp
Location on plans:
- REQ ☐ N/A ☐ Fence details (include complete description of materials, location and appearance); (Refer to July 2005 UDC, Section 35-514). www.sanantonio.gov/dsd/udc/index.asp
Location on plans:
- REQ ☐ N/A ☐ Layout and design of the parking areas, including spaces for the disabled. Refer to Traffic/SW Summary Table (Web Link)
<http://www.license.state.tx.us/ab/tas/abtas4a.htm>
Location on plans:

STRUCTURAL

- REQ ☐ N/A ☐ Design Live Loads:
List Live Loads for each use category
-Indicate if Live Load reduction was used.
-If Live Load reduction was used, indicate method of reduction
(IBC 1607.9.1 or 1607.9.2)
Location on plans:
- REQ ☐ N/A ☐ Roof Live Loads:
List Live Loads for each use category
-List basic roof Live Load(s)
-Indicate if roof Live Load(s) were reduced in accordance with IBC.
Location on plans:
- REQ ☐ N/A ☐ Snow Loads:
-List ground snow load.
Location on plans:
- REQ ☐ N/A ☐ Wind Loads:
-Indicate Code Used for Wind Design. (ASCE7 or IBC)
-List Basic Wind Speed(3 sec. Gust)(mph)
-List Importance Factor (I(W)) & Category
-List Wind Exposure
Location on plans:
- REQ ☐ N/A ☐ Foundation Plan(s)
Location on plans:
- REQ ☐ N/A ☐ Superstructure Plan(s)
Location on plans:
- REQ ☐ N/A ☐ Miscellaneous Site Structures; e.g., detention basins, retaining walls, fences, etc.
Location on plans:

I hereby certify that I am the owner's Registered Design Professional in Responsible Charge (RDPiRC), or, in the absence of the RDPiRC, the designated alternate from the same company or the project owner; and that I

have reviewed the attached submittal documents for compatibility with design of the project.

Certified by: _____ Date: _____

Print Name: _____ Telephone #: _____

Company: _____